

laweight3.txt

NAME DETAILS : KATHRYN BAILEY (P637893CK)
JOB DETAILS : SALES COUNSELOR (U045073IM <==> J173569RL)
APPLY DATE : 10/20/2000 15:48:33
RESUME :

=====
Kathryn Anne Bailey

530 S. Second Street
Philadelphia, PA 19147

215.629.0960

EXPERIENCE

La Salle University, Philadelphia, PA

Counseling Center Administrative Assistant (October 01 Present)

- Provide administrative assistance to the Director of Health Services as well as to the Counseling Center staff while enrolled in the MA program.
- Responsible for organizing office systems and records management.
- Overseeing general office functions and supervising student employees.

USA Today, Arlington, VA

Advertising Assistant (November 00 October 01)

- Responsible for coordinating and ensuring the on-time and orderly flow of advertising from job initiation to its release, customer service and account maintenance.
- Compiled and analyzed market research for internal audiences and support management and sales team with lead source development.
- Tracked competitor activity in marketplace, online and traditional product offerings and rates.

Xerox Omnifax, Mclean, VA

Account Executive (June 00- September 00)

- Responsible for establishing and maintaining client relationships with national accounts by identifying prospective customers in a given territory.
- Designed and implemented sales strategies for individual accounts; prepared and presented product demonstrations.
- Kept up to date with industry standards and trends to successfully identify opportunities to increase specific vertical market applications.

Xerox Omnifax, Arlington, VA

laweight3.txt

Customer Support Representative (June 99- June 00)

- Provided on-sight training and off-sight telephone support to Omnifax clients on new and existing equipment.
- Assisted sales representatives with major account presentations and trade shows.
- Responsible for training government and commercial sales teams on all equipment featured in the current product lines for both the Virginia and Baltimore locations.

Danka Omnifax, Arlington, VA

Sales Support (July 98 - May 99)

- Provided primary support to government and commercial sales teams as well as service and sales managers; supervised administrative staff and all personnel issues.
- Created and maintained revenue bookings spreadsheets for individual representatives as well as conducted the regional audit and calculating quarterly gross profit.
- Processed all incoming equipment and maintenance contracts, resolving customer billing issues and coordinated special terms and conditions for major accounts.

The American Spectator, Arlington, VA

Summer Internship (May 95- August 95)

- Planned and compiled a reference catalogue for the magazine and made it accessible over the office computer system.
- Represented the magazine at the 51st Biennial College Republican National Convention.

EDUCATION

LaSalle University (2002 - Present), Philadelphia, PA

- Pursuing a Masters degree in counseling psychology.

Providence College (1994-1998), Providence, RI

Bachelor of Arts

- Studied Social Sciences with course work in Sociology and Anthropology.
- Richmond College (1997), London, England
- Study abroad program combining courses in British culture and European history.

SOFTWARE SKILLS

- Familiar with Macintosh, IBM computers and office applications such as Excel, WordPerfect, MSword, the Internet and Lotus notes.
- >>>>>>> End Of Record <<<<<<<<

laweight3.txt

October 1998 until June 1999

Tutor and Mentor, Civic Works, Webster-Kendrick Center

Provided tutoring and scholastic counseling for school aged at-risk children.

Mentored children in self esteem and character building.

May 1997 until June 1998

Receptionist and Secretary, Jermey and Associates, Psychiatric Group

Answered telephone (multi-line); arranged appointments; collected cash receipts;

typed correspondence; and assisted in preparing documents for billing.

Education

September 1997 until the present

Morgan State University, Cold Spring Road and Hillen Lane, Baltimore, Maryland
21251

Currently pursuing a B.S. Health Administration.

Current GPA 3.0

September 1993 to June 1997

Baltimore City College, 3220 The Alameda, Baltimore, Maryland 21218

Graduated with Liberal Arts Diploma

References available upon request

>>>>>>> End Of Record <<<<<<<<

NAME DETAILS : NICHOLE CARTER (P216343NR)

JOB DETAILS : PHLEBOTOMIST/MEDICAL ASSISTANT (U045073IM <==> J143392RX)

APPLY DATE : 10/25/2000 10:58:11

RESUME :

=====

NICHOLE R. CARTER

9 Sulky Court apt 104

Baltimore, MD 21133

(410) 521-8215

laweight3.txt

OBJECTIVE

To obtain a challenging a diversified position with a progressive medical related business or practice focused on product quality, customer service, and employee development.

EMPLOYMENT HISTORY

HERTZ - Linthicum, MD 1999-1999

Position: Customer Service/Rental Sales Agent
Provide customers rental cars

MCI - Hunt Valley, MD 1999-1999

Position: Sales Associate/Long Distance Sales
Provide consumers with long distance service

CREDITRUST - Hunt Valley, MD 1999-2000

Position: Account Officer/Collections
Assist customers with restoring delinquent debts.

EDUCATIONAL BACKGROUND

MEDIX SCHOOL - Towson, MD

Major: Medical Assistant
Dates: Present

TESST TECHNOLOGY INSTITUTE - Towson, MD

Major: Office Technology Applications
Graduation Date: January 1999

GLEN BURNIE SENIOR HIGH - Glen Burnie, MD

Major: General Studies
Graduation Date: June 3, 1997

laweight3.txt

SKILLS

Clinical skills included vital signs, EKGs veinpuncture, injections, dosage calculations, pharmacology, medication administration, urinalysis, culture techniques, assisting in minor surgery and examinations. Administrative skills included law and ethics, medical terminology, billing and collections, accounts receivable/payable, wordPerfect 5.0, computerized billing, medical transcription, typing (45wpm).

CERTIFICATIONS

American Heart Association Blood Pressure & CPR, Current
International Academy of Phlebotomy Sciences Certification Examination, Pending
American Association of Medical Assistants Certification, Pending
Certified Phlebotomy Technician Examination, Pending

REFERENCES AVAILABLE UPON REQUEST

>>>>>>> End Of Record <<<<<<<<
NAME DETAILS : AMANI ROKOSEBA (P046317RL)
JOB DETAILS : SALES COUNSELOR (U045073IM <==> J173569RL)
APPLY DATE : 10/26/2000 00:22:13
RESUME :
=====

Box 1885
Kolonias, Pohnpei
F.S.M 96941
Phone: 691-320-5899

To Whom It May Concern:

laweight3.txt

Subject: RESUME

1. Name: Amani Rokoseba (a.k.a. Roki)
2. Date of Birth: 2nd November 1957
3. Sex: Male
4. Marital Status: Married
5. No of Children: 6
6. No of children living with me: 3
7. Next of Kin: Sera Koni Rokoseba
8. Relationship: wife
9. Citizenship/Nationality: Fijian
10. Post Applied: Teacher, Teacher Assistant, Security, Youth Worker, Community Worker, Drugs counsellor and Mental Health worker
11. Educational Background:

A) Lower Primary:

School- Naqia Primary School

Grade - 1st grade to 5th grade

Government Examination Passed- Intermediate Entrance Examination

B) Upper Primary:

School- Navesau Central School

Grade - 6th to 8th grade

Government Examination Passed- Primary School Leaving Certificate

C) Secondary School:

School- Navesau Secondary School

Grade- 9th to 10th grade

Government Examination Passed- Fiji Junior Examination

D) High School:

Grade- 11th to grade 12th

School- Fulton College

Government examination passed- Fiji School Leaving Certificate

- University Entrance

lweight3.txt

NAME DETAILS : ZALIKA BRAXTON (P988830PB)
JOB DETAILS : PHLEBOTOMIST/MEDICAL ASSISTANT (U045073IM <==> J143392RX)
APPLY DATE : 10/20/2000 16:59:50
RESUME :
=====

Zalika A. Braxton

2609 Allendale Road Baltimore, Maryland 21216 (410)
542-9013

Objective

To obtain a position utilizing my clerical and communication skills.

skills

Computer literate and proficient in word processing applications; excellent phone communications skills; courteous to the public and co-workers; and experienced in filing and billing.

Job Experience

October 1999 to Present

Retail Fashion Consultant and Salesperson, Casual Male Clothing Store, Mondawmin Mall:

Sales; reconcile inventory and prove daily receipts at end of day

August 1999 to October 1999

Account Officer, Creditrust Corporation, Catonsville
Used telephone skills to recover past due accounts

June 1999 until August 1999

Asst. Summer Coordinator, Police Athletic League, Webster-Kendrick Center
Organized and arranged summer activities for children, aged 5 to 17 years.

laweight3.txt

E) College

i) Fulton College

year- 1977

Courses- Theology/Teacher Trainee

ii) College of Micronesia

Year- 2000

Course- Education

F) Trade Courses Taken:

Year	courses	Institute
1978-1979	Trade Certificate	Fiji Military Force Trade
1979	Trade Certificate	Fiji National Training
1980-1981	Civil and Military engineering	Linton Military Academy
1983	Carpentry and Joinery I	Fiji Institute of
Feb 1985	General Joinery and Portable Power Tools	Fiji National Training
April 1985	Gent Robe Design	Fiji National Training
June 1985	Side Board Design	Fiji National Training
July 1985	Desk Design	Fiji National training
Sept 1985	Second Fixing	Fiji National Training
Nov 1985	Trade Certificate (Carpentry and Joinery)	Fiji National Training
1987	Carpentry and Joinery II	Fiji Institute of
1988	Carpentry and Joinery III	Fiji Institute of

laweight3.txt

Technology

1988	Carpentry and Joinery IV	Fiji Institute of
------	--------------------------	-------------------

Technology

1989	Ordinary Diploma in Construction Studies	Fiji Institute of
------	--	-------------------

Technology

12. Work Experience:

Year	Post Held	Company or Department
1980-1985	Trade School Instructor	Fiji Military Force Trade
School		
1986-1987	Training Officer	Fiji Military Force Trade
School		
1988-1989	Building Site Supervisor	Fiji Military Force Trade
school		
1990-	Administration officer	Fiji Military Force Trade School
1990-1994	Teacher(High School)	Education Department(Fiji
Government)		
1995-2000	Teacher(High School)	Phonpei SDA High School(
Federated States of Micronesia)		

13. Tour of Duty:

Year	Purpose of T.O.D
Country	
1980-1981	Education
New Zealand	
1982	Military Duty (Multinational Force Observers)
Sinai (Middle East)	
1984	Military Duty (United Nation Interim Force in Lebanon

laweight3.txt

Lebanon(Middle East)

1993

Education (New Zealand)

14. Coutries Visited:

- | | |
|--------------------|-----------------------------------|
| a) New Zealand | l) Alaska |
| b) Australia | m) Hawaii |
| c) Sinai | n) Singapore |
| d) Egypt | o) Nauru |
| e) Lebanon | p) Palau |
| f) Palestine | q) Norfolk |
| g) Cyprus | r) Tonga |
| h) Rome | s) Philippines |
| i) Germany | t) Marshall Islands |
| j) Israel | u) Guam |
| k) Papua NuiGuinea | v) Federated States of Micronesia |
| | i) Pohnpei |
| | ii) Kosrae |
| | iii) Chuk (Truk) |
| | iv) Yap |

15: Extra Currucilum Duties:

- a) Youth Diretor in Fiji and Pohnpei from 1987 to 2000
- b) Jail Consellor in Fiji and in Pohnpei for 7years
- c) Mental Health assistance in Pohnpei for 3years
- d) Community Director in pohnpei for 3years
- e) Hospital counsellor in Pohnpei for 3years

16. Hobbies:

- a) Encourage and council people in need
- b) Farming and Building

laweight3.txt

17. Sports:

- a) Rugby
- b) Soccer
- c) Volley Ball
- d) Track events

18. Referee's:

The following individuals are willing to supportive documents that may needed by your office.

- a) DR Richard womack- Professor of the College of Micronesia
- b) Dr Catalino Cantero- Professor of the College of Micronesia
- c) The Govenor- Pohnpei State Government
- d) Health Director- Pohnpei State
- e) Chief of Correction- Pohnpei Prison
- f) Mental and Substances Abuse- Federated States of Micronesia
- g) Senator Hausin Lambert
- h) Patt Biro- Missionary Volunteer Co-ordinator
- i) Bob Robbins- Missionary Co-ordinator

I am hoping to hear a positive and a timely response from your prominent office.
I am willing to work as a volunteer since that is my immigration status which is a visitor on volunteer.

Yours faithfully,

Amani Rokoseba

>>>>>>>> End Of Record <<<<<<<<<

NAME DETAILS : SUTCLIFFE JACK (P916562FR)

JOB DETAILS : SALES COUNSELOR (U045073IM <=> J064444CU)

APPLY DATE : 06/01/2001 02:44:12

RESUME :

=====

SUTCLIFFE E. JACK

laweight3.txt

601 East 19th St., Apt 6N, Brooklyn, NY 11226 (718) 859-5182, Email:
sjack747@msn.com

SUMMARY Highly skilled client services professional offers successful record of working with diverse clients. Very experienced in researching and solving complex problems. Increased quality of service and client satisfaction at every position held. Particularly skilled in the area of follow-up concerning satisfaction and retention of clients.

EDUCATION Brooklyn College, CUNY

B.A. in Philosophy, February 1997

SKILLS Microsoft Office Suite 2000 (Word, Excel, PowerPoint, Outlook)

WORK EXPERIENCE

02/00 - Present Client Services Representative/ Sales Representative
Shangri-La of New York, Brooklyn, NY.

- * Increase company's profits by opening and servicing new accounts.
- * Help to introduce company's brand of teas into the New York market.
- * Meet with clients periodically to ensure satisfaction with the product and with the service provided them.
- * Cold call on potential clients and conduct sales presentations upon request.
- * Organize and conduct promotional events with and for clients.

04/98 - 12/99 Substitute Teacher

New York City Public Schools, Brooklyn, NY.

- * Taught classes for absent regular teachers.
- * Taught American History, Economics, and Global History classes.

07/97 - 2/98 Client Services Representative/ Sales Assistant

lweight3.txt

Ikon Legal Document Services, NY, NY.

- * worked closely with the top producing account manager, assisting in all aspects of the business.
- * Regularly met with attorneys and paralegals to coordinate the preparation and reproduction of documents.
- * Helped to increase sales by researching and assisting in the acquisition of new clients and accounts.
- * Executed all sales follow-ups with regards to clients' questions and complaints about orders and deliveries.

01/93 - 6/97 Client Services Representative

Brooklyn College Copy Center, Brooklyn, NY.

- * worked with professors creating course packets: researching and organizing style and order of packets.
- * Responsible for trouble-shooting and maintaining copy, microfilm, and microfiche machines in the library.
- * Assisted students with research, document reproduction, and all other related problems.

02/92 - 10/92 Customer Service Representative

Lew Magram Co., Mail Order Catalog, NY, NY.

- * Fielded customer complaints.
- * Researched troubled orders (delayed, lost, wrong item, bad address, etc.).
- * Processed orders, both by mail and over the phone.

08/89 - 11/91 Paying and Receiving Teller

Chemical Bank, Branch #041, NY, NY.

- * Processed deposits, withdrawals, payments and cash advances.
- * Performed various teller duties (Head, Clearance, Commercial, and Select).
- * Possessed perfect record of proofing branch transactions.

06/87 - 5/89 Customer Service Supervisor

laweight3.txt

Sears Department Store, Brooklyn, NY.

- * Interviewed and trained new employees.
- * Coordinated schedules and shifts to ensure adequate staffing at all times.
- * Worked with manager and other supervisors to reorganize the entire department.
- * worked alongside employees to field customers' complaints in person and on the phone.
- * Worked with managers and supervisors to ensure proper service standards and procedures to customers.
- * Organized and conducted store openings and closings.
- * Coordinated and supervised orders, deliveries, and merchandise record keeping of all big-ticket items.

References furnished upon request.

>>>>>>> End Of Record <<<<<<<<

NAME DETAILS : NADIA RIVERA (P013722YQ)

JOB DETAILS : SALES COUNSELOR (U045073IM <=> J064444CU)

APPLY DATE : 06/01/2001 11:56:29

RESUME :

=====

Nadia Rivera	
Permanent 1672 Hutchinson Rv PKWY BRONX, NY 10461 Home: (718)409-2827 work: (646)235-6028 bellabxgrl@yahoo.com	
EMPLOYMENT OBJECTIVE	To find a job that I can advance in.

laweight3.txt	
<div><div></div><div>EDUCATION</div></div>	
<div><div></div><div>Lehman High School</div></div>	High School
<div><div></div><div>12/1999</div></div>	
<div><div></div><div>EXPERIENCE</div></div>	
<div><div></div><div>6/2001 - 7/2002</div></div>	
<div><div></div><div>Chas. Freihofer's (Independent Contractor Nick Vi</div></div>	
<div><div></div><div>Clerical</div></div>	
Organized the daily paper work for route, ordered for supermarket accounts. Maintained communication with institutional accounts for their ordering needs.	
<div><div></div><div>10/1999 - 3/2001</div></div>	
<div><div></div><div>Modern French Cleaners</div></div>	
<div><div></div><div>manager</div></div>	
Taking care of customers, putting orders together and managing store business.	
<div><div></div><div>4/1998 - 9/1999</div></div>	
<div><div></div><div>Zepperi & Sons Bakery</div></div>	
<div><div></div><div>salesgirl</div></div>	
helping customers with their orders and putting together outgoing pastry and cookie trays.	
<div><div></div><div>SKILLS</div></div>	
Good with computers and good orginizational skills.	

</table>

>>>>>>> End Of Record <<<<<<<<

NAME DETAILS : IVALUA AVRIL (P016732SG)

JOB DETAILS : SALES COUNSELOR (U045073IM <==> J064444CU)

APPLY DATE : 06/01/2001 13:12:37

RESUME :

=====

--	--

| | |
 <TD WIDTH="100%" ALIGN="CENTER">Ivalua Avril</TD> |

1aweight3.txt

|

<TD WIDTH=100% ALIGN=LEFT>Permanent

1214 Avenue K (Apt 1A)

Brooklyn, NY 11230

home:718-677-1324

IAVRIL@AOL.COM

</TD>

| | |

</TABLE>

<TABLE>

<p> <TR><TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">EMPLOYMENT
OBJECTIVE

</TD><TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">To help your company carry out it's tradition of excellence during this millennium.

</TD></TR> </p>	
---	--

|
 <TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">EDUCATION

</TD> | <TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">New York City Technical Colleg |

Associates <FONT
FACE="ARIAL" COLOR="#000000" SIZE="2"><I>05/2003</I>

Major: Hospitality
Management

</TD>

| <TR> |
 <TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">EXPERIENCE
 |

<I>01/20/2000 -
 04/12/2001

laweight3.txt

</I>

</TD>

<TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">

Empire Hotel

<I>Assistant Front Office Manager</I>

Train and direct front office staff, coordinate reservations and room arrangements and responsible for various activities. Duties include creating new ideas for monthly incentive programs, prepare all documents for all arriving groups, balancing the house on sold out nights, prepare Flash Report on the Overnight shift as well as ensuring that the property provides 100% guest satisfaction. Maintain a cash bank of \$4000.00 on a daily basis.

</TD>

</TR>

<TR>

<TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">

<I>08/28/1998 -
 12/31/1999

</I>

</TD>

<TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">

Empire Hotel

<I>Guest Service Agent</I>

Responsible for the registration of guest using (H.I.S)

Answering and taking accurate telephone messages

Reservations Assistant(promoting hotel to new and recurring guest along with confirming reservations

PBX Switch Board Assistant , directing calls to our guest and various departments

Sales representative to walk in clients

Concierge: (responsibilites : inform guest with what's going on in the city , book dinner reservations , theater and tour tickets and also helping guest book special surprises)

</TD>

</TR>

laweight3.txt

```

<TR>
  <TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">
    <I>01/10/1998 -<BR> 08/20/1998
  </I>
</TD>
  <TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">
    <FONT FACE="ARIAL" COLOR="#000000" SIZE="3"><B>Nouvelle Frontiers</B>
    <BR><FONT FACE="ARIAL" COLOR="#000000" SIZE="2"><B><I>Reservations
Agent</I></B></FONT>
    <BR><FONT FACE="ARIAL" COLOR="#000000" SIZE="2">Booked Hotel and Car Reservations
Provide clients with information on Europe
Issue tickets for Charter Flights to Paris
Booked Airline tickets using worldspan and In-House reservation System
Handle V.I.P clients such as French Connection Travel</FONT><BR><BR>
  </TD>
</TR>
<TR>
  <TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP"><FONT FACE="ARIAL" COLOR="#000000"
SIZE="3"><B>SKILLS</B></font></TD>
  <TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">
    <FONT FACE="ARIAL" COLOR="#000000" SIZE="2">Excellent Communications Skills
Team Player
Possess a serious commitment to excellence
Very Organize</font>
  </TD>
</TR>
</TABLE>
>>>>>>> End Of Record <<<<<<<<
NAME DETAILS : HEATHER PETERSEN (P081954RH)
JOB DETAILS : SALES COUNSELOR (U045073IM <==> J064444CU)
APPLY DATE : 06/01/2001 18:38:26
RESUME :
=====
Education
Muhlenberg College, Allentown, PA

```


3.2 GPA, Expected BA in Communication, May 2001
laweight3.txt

Work Experience

McFadden Law Offices, Intern January - May 2001

Composed and edited legal documents

Performed general clerical duties

Attended hearings and trials

BarnesandNoble.com, Customer Service Representative

December 2000 - April 2001

Responded to customer concerns via telephone and e-mail contact, assisted client purchases, conducted title searches for rare and out-of-print books, and insured prompt delivery and a high level of of customer satisfaction.

Muhlenberg College, Office of Public Relations, Administrative Aid

August 1998 – April 2001

 Answering phones

 Typing

 Coordinating mass mailings

 Managing office filing system

WFS Services, Inc., Assistant to the President

May-August 2000

 Prepared legal documents

 Screened calls

 Maintained schedule

 Performed general clerical duties

 Handled written and e-mail correspondence

laweight3.txt

WFS Services, Inc., Receptionist

May – September 1999

 Ran main switchboard
 Directing incoming calls
 Data entry
 Managed office supplies

UMDNJ, University Behavioral Health Care, Office of the VP

May– August 1998

 Secretary to the Vice President
 Performed typing, copying and filing
 Faxed documents, answered phones, opened and recorded mail, as well
as
managed the preparation of the Board of Trustees’ monthly report.

Skills

Microsoft Word, Excel, Explorer, PowerPoint, and Outlook

>>>>>>> End of Record <<<<<<<<

NAME DETAILS : ASHLEY PETERS (P2860130G)

JOB DETAILS : SALES MANAGER (U045073IM <==> J817345LT)

APPLY DATE : 06/01/2001 21:45:56

RESUME :

=====

<TABLE WIDTH="100%" BORDER="0" CELLSPACING="0" CELLPADDING="0" BGCOLOR="#FFFFFF">

<TR>

<TD WIDTH="100%" ALIGN="CENTER">
Ashley Peters</TD>

</TR>

<TR>

<TD WIDTH=100% ALIGN=LEFT><FONT FACE="ARIAL" COLOR="#6B6B6B"
SIZE="2">Permanent

1931 Sedona Loop

1aweight3.txt

Tallahassee, FL 32308

home: (850) 216-2729

hippyc711@yahoo.com

</TD>

|

</TABLE>

<TABLE>

| | |
 <TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">EDUCATION

</TD> | <TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">FSU |

Bachelor of Business
Administration <FONT FACE="ARIAL" COLOR="#000000"
SIZE="2"><I>05/1988</I>

Major: Business

</TD>

| | |
 <TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">EXPERIENCE
 |

<I> -

 <TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">
 |

All American womans spa

<I>manager</I>

lweight3.txt

Supervise staff of six. Hiring
and termentation of all employees. Sales of all spa programs!~!

</TD>

</TR>

<TR>

<TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">

<I>

</I>

</TD>

<TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">

</TD>

</TR>

<TR>

<TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP">

<I>

</I>

</TD>

<TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">

</TD>

</TR>

<TR>

<TD WIDTH="30%" ALIGN="LEFT" VALIGN="TOP"><FONT FACE="ARIAL" COLOR="#000000"
SIZE="3">SKILLS</TD>

<TD WIDTH="70%" ALIGN="LEFT" VALIGN="TOP">

laweight3.txt

</TD>

</TR>

</TABLE>

>>>>>>> End Of Record <<<<<<<<

NAME DETAILS : STEPHANIE OAKES (P183290JP)

JOB DETAILS : SALES COUNSELOR (U045073IM <==> J658744KE)

APPLY DATE : 06/02/2001 10:04:28

RESUME :

=====

1004 Hays Street

Tallahassee, FL 32301 Phone (850) 577-6580

StephOakes@yahoo.com

Stephanie L. Oakes

Objective

Seeking the opportunity to work in a challenging, and rewarding sales or management position. Skilled at communicating with people and building strong relationships with customers and team members.

Experience

January 2001 Present Yellow Book USA Birmingham, AL

Account Executive

¢ Outside sales representative in the advertising industry

¢ Responsible for acquiring new accounts and managing existing accounts within a 100 mile radius

June 2000 Dec. 2000 FairPoint Communications Panama City, FL

Account Executive

¢ Outside sales representative in the telecommunications industry

¢ Responsible for acquiring new accounts and providing customer service for existing accounts

¢ Consistently exceeded monthly sales goals, earning a position among the

top 10% of Fairpoint sales executives

laweight3.txt

1988 - 1999 Air-Sea Travel, Inc Panama City, FL

Manager / Travel Consultant

 Responsible for company forecasting, budgeting, and implementing all accounting procedures

 Streamlined company's operating procedures, increasing company's profitability

 Proficient with Microsoft windows operating system and Microsoft Office software

 Upgraded reservation system that allowed for more efficient and accurate travel planning

 Exceptional knowledge of the tourism industry, promoting and scheduling

travel packages, including coordinating special travel arrangements for the "Florida Bar Association Convention and MTV's Spring Break Send Off"

 Participated in special lobbying sessions in Washington, DC and Paris,

France for education on international tourism and industry changes

 Conducted prosperous community "travel" education seminars

by hosting luncheons, annual parties and year-end celebrations

 Responsible for company-wide training, managing, and re-education of all personnel

 Purchased 30% of the agency in 1995

Education

December 1999 Troy State University Pensacola, FL

 Bachelor of Science Business Management

 Focus of study was all aspects of the business environment

 100% self-financed education while managing a successful business